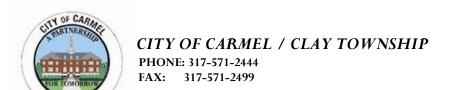
# TEMPORARY USE REGULATIONS AND CHECKLIST TEMPORARY MODEL HOME/SALES FACILITY

#### **REGULATIONS:**

- REFER TO §25.16 OF THE CARMEL ZONING ORDINANCE FOR THE FOLLOWING REGULATIONS:
- PERMITTED ZONING DISTRICTS: May be permitted in all zoning districts as a temporary use ONLY, provided the use would NOT detrimentally affect the health, welfare, safety, or morals of the neighborhood under construction.
- DURATION OF TEMPORARY USE: This permit is valid for eighteen (18) months. Upon written request to the Department of Community Services, this permit may be extended for increments of six (6) months, but may not exceed thirty-six (36) months total for temporary use. It is the responsibility of the applicant to apply for a permit extension prior to expiration of the permit. Any sales facility operating without a valid permit shall be considered a civil zoning violation subject to enforcement action by the City of Carmel.
- SIGNAGE:
  - <u>SALES OFFICE</u>: One ground sign is permitted per one hundred lots and may NOT be larger than thirty (30) square feet in size and may NOT be taller than six (6) feet in height. Sign(s) must be located on the same lot as approved temporary sales office and shall not interfere with Vision Clearance and shall be a minimum of ten (10) feet from the street right of-way.
  - <u>SIGN PERMITS</u>: Sign permits are required for signs over six (6) square feet and expire when this 'temporary use' permit expires. ADLS petition. For questions regarding Plan Commission approval, please contact Lisa Motz, Planning Administrator in the Planning and Zoning Department at (317)- 571-2417.

#### CHECKLIST FOR APPLICATION:

	CHECKLIST FOR APPLICATION.		
1. 2.	Community Services at (317) 571-2288 or plux@carmel	y is unknown, you should contact Pam Lux in the Department of <u>.in.gov</u> .	
۷.	2. LEONE DESCRIPTION. Trovide a regardescription of th	e placed for on which the temporary use win utilize.	
3.	required. If a sign permit is required, submit the following witl	lined above, if over six (6) square feet, a temporary sign permit is the this temporary us application: a copy of the signage approved by equent ADLS petition, a copy of the Letter of Grant, the Docket	
4.	4. SITE PLAN: Two (2) copies are required which shows the a. Adjacent public road right-of-way	e following information:	
	b. Location and footprint of temporary sales office struction right-of-way and adjacent property lines.	cture on the property; show applicable setbacks from the public	
	<ul><li>c. Adequate access and off-street parking facilities.</li><li>d. Photometric plan showing light intensity at the lot lin this effect.</li></ul>	nes. If no lighting is to be installed, submit a written statement to	
	e. Location and diagram/illustration of ALL signs, regard	less of whether or not a sign permit is required.	
5.	CERTIFICATE OF OCCUPANCY (C/O): A copy of the Final Certificate of Occupancy. If this temporary use application is being submitted concurrently with the Improvement Location Permit (ILP) application, the temporary use permit shall NOT be considered valuated a Final Certificate of Occupancy has been issued. A SALES OFFICE SHALL NOT BE ESTABLISHED IN A PERMANEN STRUCTURE UNTIL BOTH A FINAL CERTIFICATE OF OCCUPANCY AND A TEMPORARY USE PERMIT HAS BEEN ISSUED.  a. If a home has received a Temporary Use permit to utilize the home for a Temporary Sales Office, a remodel permit will be required upon the termination of the temporary use permit. Before a Final C/O will be issued to allow the home to not be used other than Model Home or Temporary Sales Office, the Remodel permit must be obtained.		
ΑP	APPLICATION REVIEWED BY: TEMP	PORARY USE FEE:	
VALID UNTIL:		PERMIT FEE:	
	SITE	INSPECTION FEE:	
	TOT	AL DUE:	



Permit #
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## TEMPORARY USE APPLICATION MODEL HOME/SALES FACILITY

### **BUILDER OF RECORD:**

APPLICANT NAME:	PHONE:	FAX:
BUILDERS NAME:	PHONE:	FAX:
STREET	CITY	CTATE ZID
ADDRESS:	CHT:	STATE;ZIP;
BUILDER'S EMAIL ADDRESS:	BEST METHOD (	OF CONTACT:
SUBDIVISION INFORMATION:		
SUBDIVISION NAME AND LOT NUMBER:		
BUILDING PERMIT#		
ADDRESS OF PROPOSED USE:		
CERTIFICATION AND	NOTICE OF INTENT T	O COMPLY
IT IS THE RESPONSIBILITY OF THE APPLICANT TO APPERMIT. ANY TEMPORARY CONSTRUCTION FACILITICIVIL ZONING VIOLATION SUBJECT TO ENFORCEMENT	TY OPERATING WITHOUT A VA	ALID PERMIT SHALL BE CONSIDERED
I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE APPLICATION ARE CORRECT, AND THAT THE OPERATION AND COCARMEL ZONING ORDINANCE. FAILURE TO COMPLY WITH THE AND ADDITIONAL FEES.	ODUCT OF THE TEMPORARY USE WIL	L CONFROM TO THE REGULATIONS OF THE
SIGNATURE OF APPLICANT(REQUIRED) DATE	SIGNATURE OF PROPERTY O	WNER (REQUIRED) DATE